



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	State Park Interpreter I	549-724-2826-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range	State Park Interpreter I (PI)	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Gavilan/Hollister Sector	San Juan Bautista State Historic Park (SHP)	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		State Park Interpreter III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direction of the of the State Park Interpreter III, the State Park Interpreter I coordinates and plans interpretive and educational activities at San Jaun Bautista SHP. The State Park Interpreter I will direct small-scale education programs, public programs, special events and community outreach. The State Park Interpreter I will work alongside other park staff, including but not limited to the State Park Interpreter II, State Park Peace Officers, visitor services staff, maintenance staff, volunteers, and other classifications involved in Interpretation or volunteer management within the park units.</p> <p>The reporting location for this position is San Juan Bautista SHP, but the State Park Interpreter I may work in other units in the sector including Hollister Hills State Vehicular Recreation Area, Henry W. Coe State Park (SP), and Fremont Peak State Park SP.</p> <p>Employees who work to support (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and help ensure program transparency, accountability, and compliance (TAC) goals are met.</p>		
<p>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p>INTERPRETATION AND EDUCATION</p> <p>Develops, coordinates, publicizes, and presents high-quality interpretive programs, publications, exhibits, and projects related to the themes and topics for San Juan Bautista State Historic Park and other park units in the each Gavilan/Hollister Sector. Conduct interpretive programs, roving interpretation, educational tours, and presentations to the public and private tour groups on topics relating to the interpretive themes of the sector’s park units. Conducts interpretive programs for schools, adhering to current educational standards and outreach programs at community events for local engagement. Coordinates formal interpretive activities that were recommended by employees and volunteers. Utilizes a variety of hands-on and interpretive materials for presentations. Plans, promotes, and presents special events and assists other parks with presenting special events. Creates, updates, prints, distributes, and/or installs non-personal interpretation, including electronic/social media, brochures, fliers, and interpretive panels using graphic design software and interpretive writing techniques. Uses a variety of media and formats for programs including exhibits, nature walks, guided tours, computer-generated, video, and</p>	

	junior ranger programs. Plans, develop, promotes, and advertises the park's monthly and annual interpretive calendar of programs. Evaluates and documents the quality of interpretive and volunteer programs and prepares other related reports. Assists with interpretive planning efforts. Maintains interpretive tools and materials.
20%	ADMINISTRATION Assists Visitor Services in managing the park's front desk. Maintains effective professional dialogue and exchange with the visiting public, park staff, district, department divisions, non-profit associations, offices, and individuals consistent with established chain of command. Maintains the units' interpretive statistics using the CICADA program. Purchases interpretive tools and materials. Keeps the State Park Interpreter II and State Park Interpreter III informed of all interpretive and volunteer programming, scheduling, evaluations and other administrative matters and issues as they relate to the duties of this position. Maintains the units' interpretive reference files. Assists in the opening and closing of main museum buildings of San Juan Bautista SHP. Prepare accounting reports for deposits by collecting operational fees at end of shift.. Assist with statistical recordkeeping, unit histories, and general paperwork as assigned; account for supplies and equipment used in entrance station and interpretive programs.
20%	VOLUNTEER COORDINATION Assists the volunteer coordinator in cooperation with other staff to direct interpretive, maintenance, and other types of volunteers. Ensures paperwork for volunteers is current to adhere to Department policy. Maintains volunteer records, tracks hours, and generates reports using Better Impact. Effectively communicates with volunteers using e-mail, mass mailings, and phone contact. Directs the recruitment, training, and retention of volunteers. As directed, provides interpretive training to staff and volunteers to ensure quality programming and performance. May be assigned to serve as the unit's Cooperating Association Liaison, acting as the department's representative to the association board and members.
15%	PUBLIC RELATIONS AND MARKETING Maintains effective public relations with various community organizations including surrounding community/media groups and stakeholders. Represents and promotes the units' services and contributions by attending community meetings and participating in community programs. Prepares press releases and publicity materials for use by the media regarding interpretive activities. Answers inquiries and correspondence. Generates support for programs with internal as well as external customers. Develops and maintains a media packet for the park units. Meets with the cooperating association to keep them informed of interpretive needs in the unit.
10%	COLLECTIONS MANAGEMENT Assists with interpretive and museum collections management and collection projects. Keeps the reference library and photographic collection organized for research and study. Assists other units in the district with collections as needed. Conducts research to enhance interpretive information. Responses to public inquiries for information and for intellectual property requests.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. May be required to work in adversarial situations. Outdoor work is common. Typical work activities involve 35 pounds and frequent and prolonged periods of standing, walking, and sitting.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	

Possession of a valid class C driver's license is required.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE